



DOE Marking Handbook

How to Mark Documents/Material Containing Classified Information and Unclassified Controlled Information

OUO



DOE Marking Handbook

How to Mark Matter Containing Classified Information and Unclassified Controlled Information

September 29, 2006

Prepared for
U.S. Department of Energy
Office of Security and Safety Performance Assurance
Office of Policy
Information and Operations Security

FOREWARD

A strong and cohesive information security program is integral to national security. The U.S. Government requires certain information to be maintained in confidence to protect our citizens, democratic institutions, and activities within the international security community.

Marking assists holders of information in knowing the protection requirements for that information. Markings and designations serve two primary purposes:

- Alert holders to the presence of classified information, unclassified controlled information (UCI), and technical information with restrictions on its dissemination.
- Warn holders of special access or safeguarding requirements.

The DOE Marking Handbook was developed to assist Federal and contractor employees by providing examples of correctly marked matter containing classified or UCI information. Guidance for recognizing and handling older historical documents is included, although it does not attempt to address all historical markings.

DOE directives take precedence over the examples in this Handbook if there are any contradictions at any time.

How to Use This Handbook

Marking examples provide markings for matter containing classified information and UCI. Each example is referenced/linked to relevant sections of DOE directives.

The examples exhibit markings that achieve minimum national and departmental requirements but are for example purposes only. Facilities may have procedures and practices for marking that vary from this handbook: e.g., use of alternate stamps that include all required information. If you have questions, consult your site's Classification or Security Office.

This handbook is not a substitute for training in DOE document and data control. If your job requires you to originally classify information, derivatively classify or declassify matter, or make an Unclassified Controlled Nuclear Information (UCNI) determination, then you must attend specialized training and be formally designated to do so.

This handbook contains no classified or unclassified controlled information. The security classification, unclassified controlled markings, declassification instructions, and warning notices are for illustration purposes only.

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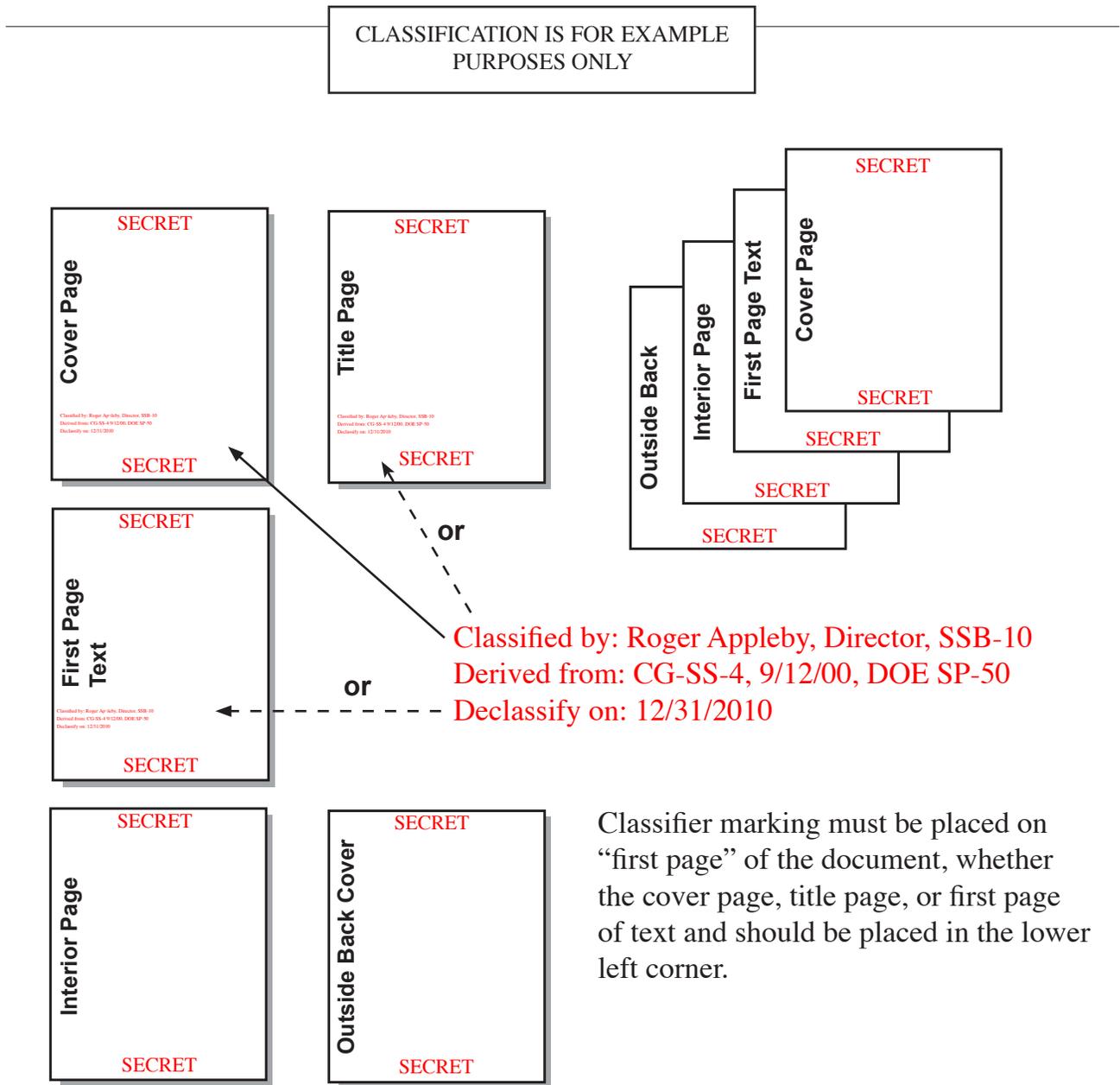
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MARKING EXAMPLES



Classifier marking must be placed on “first page” of the document, whether the cover page, title page, or first page of text and should be placed in the lower left corner.

Classification Marking Layout for NSI Documents

Additional required markings on page 2

DOE M 470.4-4, Ch. II, 3.c.
DOE M 470.4-4, Ch. II, 3.k.

<https://www.directives.doe.gov/pdfs/doe/doetext/restrict/neword/470/m4704-4.pdf>

Overall Classification Level

DOE M 470.4-4, Ch II, 3.c.(2)

Originator Information
(name of organization and address)

Date

DOE M 470.4-4, Ch II, 3.b.

Title/Subject (Classification Level/Caveat)
Must be portion marked; Preferably Unclassified; Caveat as applicable.

DOE M 470.4-4, Ch II, 3.i.

NSI portion marked

DOE M 470.4-4, Ch II, 3.h.

(Classification Level) Paragraph 1
(Classification Level/Caveat) Paragraph 2

DOE M 470.4-4, Ch II, 3.l — Caveat

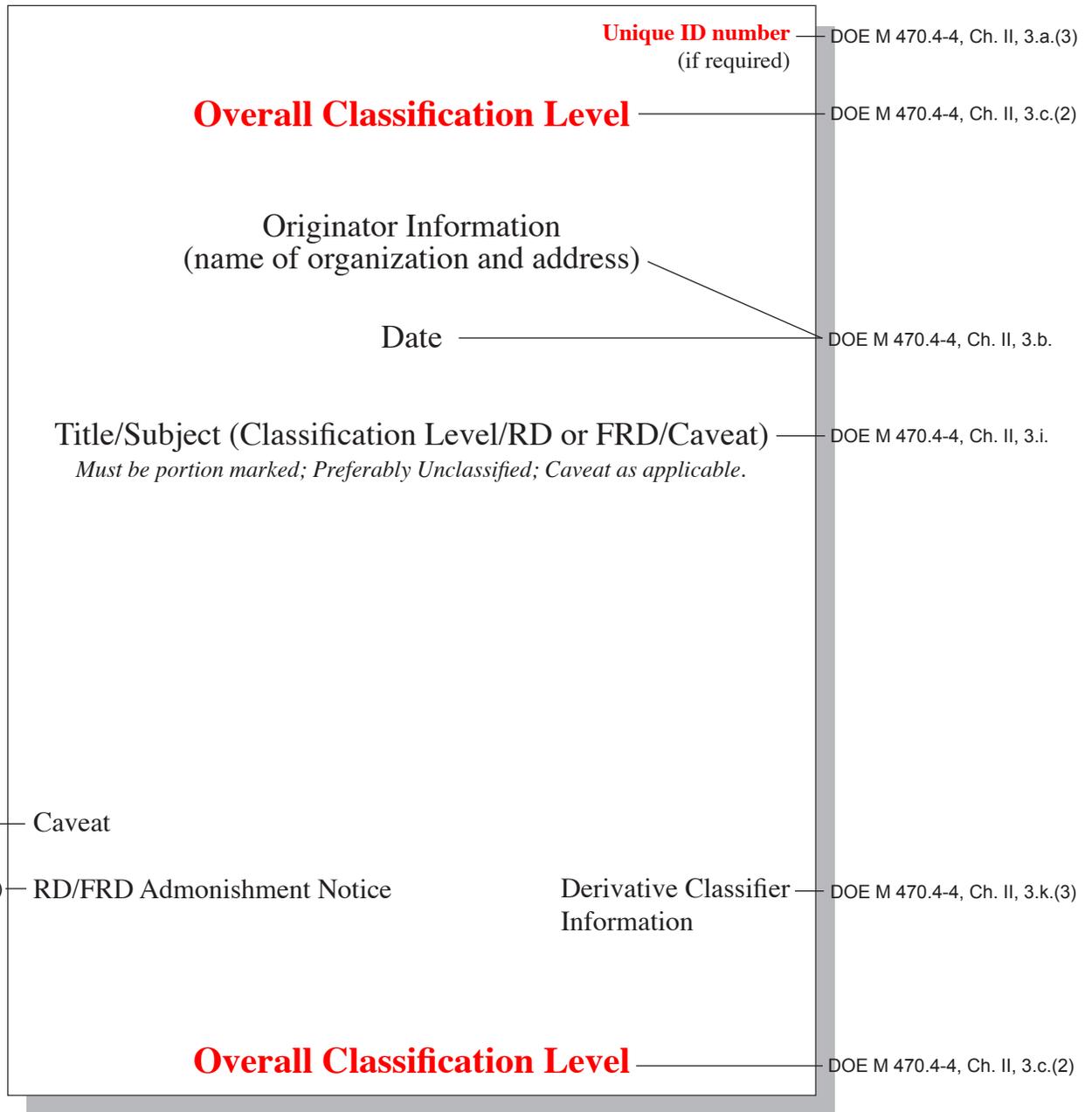
DOE M 470.4-4, Ch II, 3.k — NSI Classifier Information

Overall Classification Level

DOE M 470.4-4, Ch II, 3.c.(2)

**Required Markings for First Page
of an NSI Document**

<https://www.directives.doe.gov/pdfs/doe/doetext/restrict/neword/470/m4704-4.pdf>



**Required Markings for First Page
of an RD/FRD Document**

<https://www.directives.doe.gov/pdfs/doe/doetext/restrict/neword/470/m4704-4.pdf>

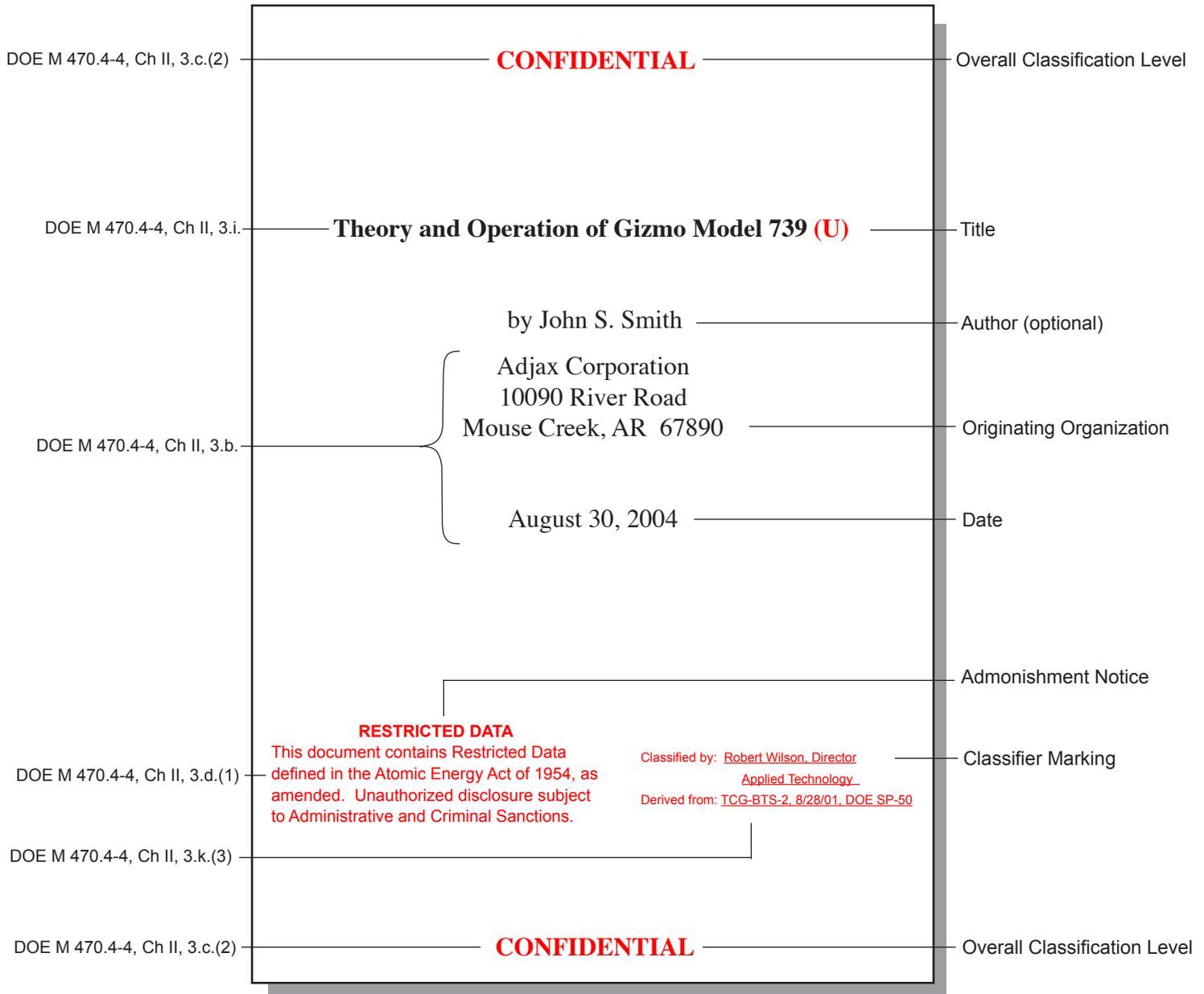
CLASSIFICATION IS FOR EXAMPLE
PURPOSES ONLY

Unique ID Number	ABC 8910	DOE M 470.4-4, Ch II, 3.a.(3)
Overall Classification Level	TOP SECRET	DOE M 470.4-4, Ch II, 3.c.(2)
Originating Organization	Department of Energy 1000 Independence Avenue S. W. Washington, D.C. 20585	DOE M 470.4-4, Ch II, 3.b.
Date	August 30, 2004	
Title/Subject	MEMORANDUM FOR: Jane J. Smith, Director Safeguards and Security Division FROM: John Jones, Director Administrative Support Services SUBJECT: Funding for Project YZX (U)	DOE M 470.4-4, Ch II, 3.i.
Portion Marked Text	TEXT OF MEMO (U) Paragraph 1 (C) Paragraph 2 (TS/ORCON) Paragraph 3	DOE M 470.4-4, Ch II, 3.h.
Caveat	Originator Controlled (ORCON)	DOE M 470.4-4, Ch II, 3.i.
Classifier Marking	Classified by: Ronald McKenny, Team Lead, DOE SP-32 Derived from: CG-NEM-1, 8/9/01, DOE SP-50 Declassify on: 8/20/2014	DOE M 470.4-4, Ch II, 3.k.(1) or (2)
Overall Classification Level	TOP SECRET	DOE M 470.4-4, Ch II, 3.c.(2)

**Top Secret NSI Document
with Intelligence Information**

<https://www.directives.doe.gov/pdfs/doe/doetext/restrict/neword/470/m4704-4.pdf>

CLASSIFICATION IS FOR EXAMPLE
PURPOSES ONLY



Confidential RD Document

<https://www.directives.doe.gov/pdfs/doe/doetext/restrict/neword/470/m4704-4.pdf>

CLASSIFICATION IS FOR EXAMPLE
PURPOSES ONLY

UNCLASSIFIED

Chapter 3
Portion Marking (U)

1. (U) This is paragraph 1 and contains unclassified information. Therefore, this portion will be marked with the designation “U” in parentheses.
2. (U) This is paragraph 2 and contains unclassified information. Therefore, this portion will be marked with the designation “U” in parentheses.

UNCLASSIFIED
Page 42

OFFICIAL USE ONLY

3. (U) This is paragraph 3 and contains unclassified information.
4. (OUO) This is paragraph 4 and contains information that may be exempt from public release under the FOIA. It is Official Use Only and is marked “OUO” in parentheses.
5. (U) This is paragraph 5 and contains unclassified information.

OFFICIAL USE ONLY
Page 43

SECRET

6. (U) If this paragraph is used in another document, even though it is an unclassified paragraph here, the new document must be reviewed for classification because it has been removed from a classified document and may become classified by association.
7. (S) This is paragraph 7 and contains “Secret” information. This portion will be marked with the designation “S” in parentheses. The classification of this page is marked “Secret” because this paragraph contains Secret information, which is the highest level of information

SECRET
Page 44

SECRET

- (S) contained on the page. When a classified or unclassified paragraph is too long and must be carried over to another page, a good business practice is to carry over the classification portion marking to the portion of the next page. However, this is not mandatory.
8. (U) This is paragraph 8 and contains only “Unclassified” information. This portion will be marked with the designation “U” in parentheses.

SECRET
Page 45

Portion Marking Interior Pages of an NSI Document

DOE M 470.4-4, Ch. II, 3.c.(3)
DOE M 470.4-4, Ch. II, 3.h.

<https://www.directives.doe.gov/pdfs/doe/doetext/restrict/neword/470/m4704-4.pdf>

CLASSIFICATION IS FOR EXAMPLE
PURPOSES ONLY

DOE M 470.4-4, Ch. II, 3.c.(2) ————— **SECRET**

DOE M 470.4-4, Ch. II, 3.i. ————— **Bibliography (U)**

DOE M 470.4-4, Ch. II, 3.h. —————

1. (U) Brown, John. "Widget Tests and Performance (U)"
DOE Laboratory report #CDF-234A, August 30,
2004, 152 pages. (SRD document)
2. (U) Kilgore, George A. "Widget Development (U)"
Ajax Corporation, Madison, WI, #AC-9400133,
July 23, 1994, 92 pages. (SRD document)
3. (C) Mayes, Albert. "Carbon Alloys for Widgets (C)"
Ajax Corporation, Madison, WI, #AC-
9600024, March 6, 1995, 68 pages. (C document)

DOE M 470.4-4, Ch. II, 3.c.(2) ————— **SECRET**

Portion Marking a Bibliography in a S/NSI Document

CLASSIFICATION IS FOR EXAMPLE
PURPOSES ONLY



CONFIDENTIAL ———— DOE M 470.4-4, Ch. II, 3.c.(2)

Department of Energy
Office of Security
1000 Independence Avenue S. W.
Washington, D.C. 20585 } ———— DOE M 470.4-4, Ch. II, 3.b.

October 12, 2004

MEMORANDUM FOR: Distribution
FROM: Document Author
SUBJECT: Original Classification (U) ———— DOE M 470.4-4, Ch. II, 3.i.

Body of Text

(C) Paragraph 1 ————
(U) Paragraph 2 ———— DOE M 470.4-4, Ch. II, 3.h.
(C) Paragraph 3 ————

Classified by: William H. Smith, Director, Office of Security ———— DOE M 470.4-4, Ch. II, 3.k.(1)
Reason: 1.4 (e) (f)
Declassify on: October 12, 2014

CONFIDENTIAL ———— DOE M 470.4-4, Ch. II, 3.c.(2)

Originally Classified NSI Document

<https://www.directives.doe.gov/pdfs/doe/doetext/restrict/neword/470/m4704-4.pdf>

CLASSIFICATION IS FOR EXAMPLE
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CONFIDENTIAL

Department of Energy
1000 Independence Avenue S. W.
Washington, D.C. 20585

August 30, 2004

MEMORANDUM FOR: Kenneth Steinberg, Director
Office of Administration

FROM: Catherine Kazanski, OPSEC Programs

SUBJECT: Report of Activities (U)

Text of Memo

Paragraph 1

Paragraph 2

Paragraph 3

Paragraph 4

This document has been classified under the compilation concept and shall not be used as the source for a derivative classification decision.

Classified by: Thomas Roe, Analyst, DOE SP-32

Reason: 1.4 (f)

Declassify on: August 30, 2014

CONFIDENTIAL

DOE M 470.4-4, Ch. II, 3.c.(2)

DOE M 470.4-4, Ch. II, 3.b.

DOE M 470.4-4, Ch. II, 3.i.

DOE M 470.4-4, Ch. II, 3.h.

DOE M 470.4-4, Ch. II, 3.h.(8)

DOE M 470.4-4, Ch. II, 3.k.

DOE M 470.4-4, Ch. II, 3.c.(2)

Classification by Compilation

Note: A document classified by compilation is not required to be portion marked. — DOE M 470.4-4, Ch. II, 3.h.(8)

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CLASSIFICATION IS FOR EXAMPLE
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SECRET

Department of Energy
1000 Independence Avenue S. W.
Washington, D.C. 20585

December 31, 2000

MEMORANDUM FOR: Jane J. Smith, Director
Security Division

FROM: John Jones, Director
Administrative Services

SUBJECT: Investigation Results (U)

Text of Memo

(S) Paragraph 1

(C) Paragraph 2

(U) Paragraph 3

Classified by: John Doe, Classification Analyst, DOE SP-32
Derived from: CG-SS-4, 9/12/00, DOE SP-50
Declassify on: ~~12/31/2004~~

CLASSIFICATION EXTENDED
on 12/31/2004 until 12/31/2014
by John Doe

SECRET

DOE M 470.4-4, Ch. II, 3.c.(2)

DOE M 470.4-4, Ch. II, 3.b.

DOE M 470.4-4, Ch. II, 3.i.

DOE M 470.4-4, Ch. II, 3.h.

DOE M 470.4-4, Ch. II, 3.k.(2)

DOE M 475.1-1A, Ch. IV, Part C, 1.f.(6)(d)

DOE M 470.4-4, Ch. II, 3.c.(2)

Classification by Extension

<https://www.directives.doe.gov/pdfs/doe/doetext/restrict/neword/470/m4704-4.pdf>
<https://www.directives.doe.gov/pdfs/doe/doetext/restrict/neword/475/m4751-1a.pdf>

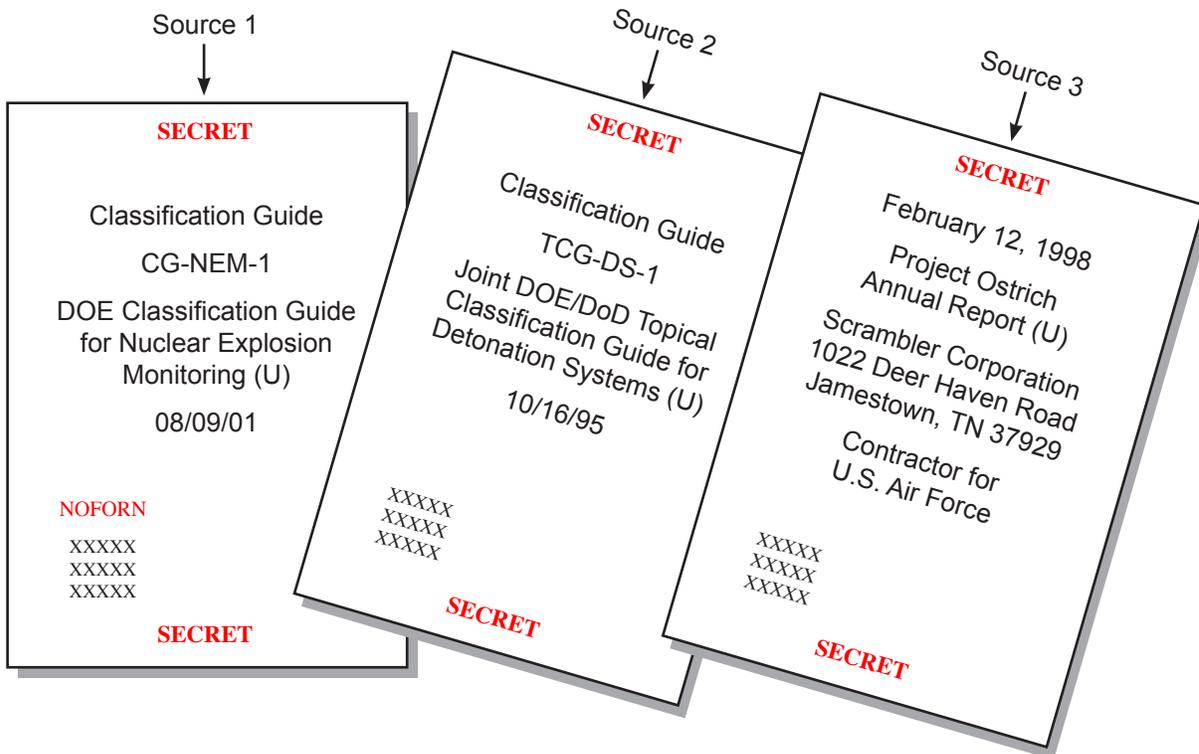
CLASSIFICATION IS FOR EXAMPLE
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Classified by: James Roberts, Team Lead, SP-12
Derived from: DHS Directive #88, 3/6/84
Declassify on: Source marked OADR

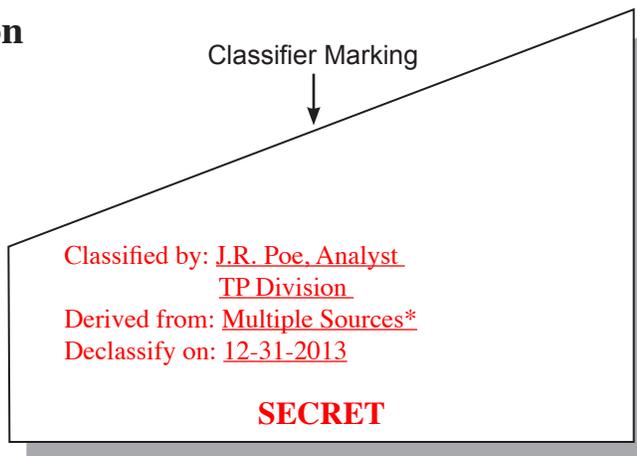
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**NSI Derivative Classification
from OADR Source**

CLASSIFICATION IS FOR EXAMPLE PURPOSES ONLY



S/NSI Derivative Classification from Multiple Sources



* When multiple sources are used, the identification of each source must be maintained with the record copy of the document.

DOE M 475.1-1A, Ch. VI, Part A, 1.b.
DOE M 475.1-1A, Ch. VI, Part A, 3.b.(5)

<https://www.directives.doe.gov/pdfs/doe/doetext/restrict/neword/475/m4751-1a.pdf>

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PURPOSES ONLY



SECRET

Department of Energy
Office of Security
1000 Independence Avenue S. W.
Washington, D.C. 20585

July 11, 2004

MEMORANDUM FOR: Jane J. Smith, Director
Safeguards and Security Division

FROM: Thomas Reed, Director
Intelligence Office

SUBJECT: Status Report (U)

Text of Memo

RESTRICTED DATA
This document contains Restricted Data as defined in the Atomic Energy Act of 1954, as amended. Unauthorized disclosure subject to Administrative and Criminal Sanctions.

This document contains:
Restricted Data at the Confidential level
Formerly Restricted Data at the Secret level
National Security Information at the Secret level
Classified by: Bill Larson, Analyst, STT-10

Classified by: Jerry Ranier, Director Security Division
Derived from: CG-RER-1, 7/8/02, DOE SP-50

SECRET

DOE M 470.4-4, Ch. II, 3.c.(2)

DOE M 470.4-4, Ch. II, 3.b.

DOE M 470.4-4, Ch. II, 3.i.

DOE M 470.4-4, Ch. II, 3.d.(1)

DOE M 470.4-4, Ch. II, 3.e.

DOE M 470.4-4, Ch. II, 3.k.(3)

DOE M 470.4-4, Ch. II, 3.c.(2)

S/RD Document with Mixed Levels and Categories Marking Matrix

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CLASSIFICATION IS FOR EXAMPLE
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SECRET

~~CONFIDENTIAL~~

Department of Energy
Georgia Site Office
20039 Peachtree Street
Atlanta, Georgia 56789

July 20, 2003

MEMORANDUM FOR: Joseph Bishop
Office of Administration

FROM: Abby Thomas
Office of Technology Transfer

SUBJECT: Work for Others Projects (U)

Text of Memo

(U) Paragraph 1

(U) Paragraph 2

(U) Paragraph 3

(S) ~~(C)~~ Paragraph 4

Classification Upgraded: 8/8/2005

Classified by: Susan Poe, Analyst, Technology
Transfer, DOE SP-32

Derived from: CG-SS-4, 9/12/00, DOE SP-50

Declassify on: 7/20/2013

~~Classified by: Signer~~

~~Derived from: CG-SS-4, 9/12/00, DOE SP-50~~

~~Declassify on: 7/20/2013~~

~~CONFIDENTIAL~~

SECRET

DOE M 470.4-4, Ch. II, 3.c.(2)

DOE M 470.4-4, Ch. II, 3.m.

DOE M 470.4-4, Ch. II, 3.b.

DOE M 470.4-4, Ch. II, 3.i.

DOE M 470.4-4, Ch. II, 3.h.

DOE M 470.4-4, Ch. II, 3.m.(4)

DOE M 470.4-4, Ch. II, 3.m.

DOE M 470.4-4, Ch. II, 3.m.

DOE M 470.4-4, Ch. II, 3.c.(2)

Document Upgraded from C/NSI to S/NSI

<https://www.directives.doe.gov/pdfs/doe/doetext/restrict/neword/470/m4704-4.pdf>

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CONFIDENTIAL

Radiation Hardening of Gizmo Model 549 (U)

by Jack Davis

Adjax Corporation
100090 River Road
Mouse Creek, AR 67890

February 25, 1986

FORMERLY RESTRICTED DATA
Unauthorized disclosure subject to
Administrative and Criminal Sanctions.
Handle as Restricted Data in Foreign
Dissemination, Section 144.b, Atomic
Energy Act 1954, as amended.

~~RESTRICTED DATA~~
~~This document contains Restricted~~
~~Data as defined in the Atomic Energy~~
~~Act of 1954, as amended.~~
~~Unauthorized disclosure subject to~~
~~Administrative and Criminal Sanctions.~~

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~~SECRET~~

DOE M 470.4-4, Ch. II, 3.m.

DOE M 470.4-4, Ch. II, 3.c.(2)

DOE M 470.4-4, Ch. II, 3.i.

DOE M 470.4-4, Ch. II, 3.b.

DOE M 470.4-4, Ch. II, 3.d.(1)

DOE M 470.4-4, Ch. II, 3.m.(5)

DOE M 470.4-4, Ch. II, 3.c.(2)

DOE M 470.4-4, Ch. II, 3.m.

Classification Downgraded: 4/15/03
Downgrade Authority: OSTI Notice #5, 4/8/03

~~Classified by: Joan Freemont, Director~~
~~Materials Division~~

~~Derived from: TCG-NAS-1, DOE SP-50~~

Document Downgrade Based on Change Notice

<https://www.directives.doe.gov/pdfs/doe/doetext/restrict/neword/470/m4704-4.pdf>

CLASSIFICATION IS FOR EXAMPLE
PURPOSES ONLY



SECRET

Department of Energy
1000 Independence Avenue S. W.
Washington, D.C. 20585

August 30, 2004

MEMORANDUM FOR: Jane J. Brown, Director
International Affairs

FROM: James Jones, Director
Operations Management

SUBJECT: Funding for Project YZX (U)

Text of Memo

(U.K.-C) Paragraph 1
(U) Paragraph 2
(U.K.-C) Paragraph 3
(U.K.-S) Paragraph 4

Classified by: Signer
Derived from: U.K. memo title project YZX
Funding 7/25/2003
Declassify on: 25X6, when officially released
by foreign government

This document contains United Kingdom information

SECRET

DOE M 470.4-4, Ch. II, 3.c.(2)

DOE M 470.4-4, Ch. II, 3.b.

DOE M 470.4-4, Ch. II, 3.i.

DOE M 470.4-4, Ch. II, 3.h.

DOE M 470.4-4, Ch. II, 3.k.(2)

DOE M 470.4-4, Ch. II, 9.c.2.(b)

DOE M 470.4-4, Ch. II, 3.c.(2)

Foreign Government Information (FGI)

<https://www.directives.doe.gov/pdfs/doe/doetext/restrict/neword/470/m4704-4.pdf>

CLASSIFICATION IS FOR EXAMPLE
PURPOSES ONLY

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Widget Analysis (U)

by Jordan Kylie

Jerico Corporation
2244 Riverside Drive
Painted Rock, WV 12345

August 30, 2004

Nuclear Weapon Data, Sigma 1,
CNWDI

RESTRICTED DATA
This document contains Restricted
Data as defined in the Atomic
Energy Act of 1954, as amended.
Unauthorized disclosure subject
to Administrative and Criminal
Sanctions.

Classified by: Joe Johnson, Manager
Applied Technology

Derived from: TCG-NAS-2, 3/17/97, DOE SP-50

SECRET

DOE M 470.4-4, Ch. II, 3.c.(2)

DOE M 470.4-4, Ch. II, 3.i.

DOE M 470.4-4, Ch. II, 3.b.

DOE O 5610.2, 7.b., 7.c., & 7.e.(3)

DOE M 470.4-4, Ch. II, 3.l.(4)

DOE M 470.4-4, Ch. II, 3.d.(1)

DOE M 470.4-4, Ch. II, 3.k.(3)

DOE M 470.4-4, Ch. II, 3.c.(2)

S/RD Nuclear Weapon Data Sigma 1

<https://www.directives.doe.gov/pdfs/doe/doetext/restrict/neword/470/m4704-4.pdf>
<https://www.directives.doe.gov/pdfs/doe/doetext/oldord/5610/o56102c1.pdf>

CLASSIFICATION IS FOR EXAMPLE
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SECRET	DOE M 470.4-4, Ch. II, 3.c.(2)
ACC-04-653	DOE M 470.4-4, Ch. II, 3.a.(3)
Design of Use Control Systems (U)	DOE M 470.4-4, Ch. II, 3.i.
by Jose Whales	
Jerico Corporation 2244 Riverside Drive Painted Rock, WV 12345	DOE M 470.4-4, Ch. II, 3.b.
June 4, 2004	
This document may not be reproduced or disseminated beyond original distribution without approval of the originator, the originating agency Use Control Site Coordinator, or the National Nuclear Security Administration Headquarters Use Control Program Coordinator.	DOE M 452.4-1A, Ch. II, 2.c.(1)(d) DOE O 5610.2, 7.b.
Nuclear Weapon Data, Sigma 14 & 15,	DOE M 470.4-4, Ch. II, 3.i.(4)
RESTRICTED DATA This document contains Restricted Data as defined in the Atomic Energy Act of 1954, as amended. Unauthorized disclosure subject to Administrative and Criminal Sanctions.	DOE M 470.4-4, Ch. II, 3.d.(1)
Classified by: <u>Joe Johnson, Manager</u> <u>Applied Technology</u>	DOE M 470.4-4, Ch. II, 3.k.(3)
Derived from: <u>TCG-UC-3, 9/23/02, DOE SP-50</u>	
SECRET	DOE M 470.4-4, Ch. II, 3.c.(2)

S/RD Nuclear Weapon Data Sigmas 14 and 15

<https://www.directives.doe.gov/pdfs/doe/doetext/restrict/neword/470/m4704-4.pdf>

<https://www.directives.doe.gov/pdfs/doe/doetext/neword/452/m4524-1a.pdf>

<https://www.directives.doe.gov/pdfs/doe/doetext/oldord/5610/o56102c1.pdf>

CLASSIFICATION IS FOR EXAMPLE PURPOSES ONLY

S/RD Attachment

SECRET

RESTRICTED DATA
This document contains Restricted Data as defined in the Atomic Energy Act of 1954, as amended. Unauthorized disclosure is subject to Administrative and Criminal Sanctions.

Classified by: Joe Johnson, Manager
Applied Technology
Derived from: TCG-NAS-2, 3/17/97, DOE SP 50

SECRET

Transmittal Memo

SECRET

Document transmitted herewith contains SECRET RESTRICTED DATA

Classified by: Siggy
Derived from: DOSS-4, 9/12/00, DOE SP 50
Declassify on: 10/12/2018

When separated from attachment, handle this document as **CONFIDENTIAL**

SECRET

See page 22 for a C/NSI transmittal for an S/RD attachment and the re-marked transmittal.

SECRET ——— DOE M 470.4-4, Ch. II, 3.c.(2)

Widget Analysis (U) ——— DOE M 470.4-4, Ch. II, 3.i.

by Jordan Kylie

Jerico Corporation
2244 Riverside Drive
Painted Rock, WV 12345 } ——— DOE M 470.4-4, Ch. II, 3.b.

August 30, 2004

All required markings on transmitted document

DOE M 470.4-4, Ch. II, 3.d.(1)

RESTRICTED DATA
This document contains Restricted Data as defined in the Atomic Energy Act of 1954, as amended. Unauthorized disclosure is subject to Administrative and Criminal Sanctions.

Classified by: Joe Johnson, Manager
Applied Technology
Derived from: TCG-NAS-2, 3/17/97, DOE SP 50

DOE M 470.4-4, Ch. II, 3.k.(3)

SECRET ——— DOE M 470.4-4, Ch. II, 3.c.(2)

“First Page” of S/RD Attachment

Classified Transmittal Memo For Classified Attachment

<https://www.directives.doe.gov/pdfs/doe/doetext/restrict/neword/470/m4704-4.pdf>

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SECRET

Department of Energy
1000 Independence Avenue S. W.
Washington, D.C. 20585

October 12, 2004

MEMORANDUM FOR: Bill Brown, Director
Office of Administration Services

FROM: Bruce Black, Director
Office of Nuclear Energy

SUBJECT: Special Nuclear Materials Inventory (U)

Text of Memo

(U) Paragraph 1
(C) Paragraph 2
(U) Paragraph 3
(C) Paragraph 4

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Declassify on: 10/12/2014

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DOE M 470.4-4, Ch. II, 3.r.
DOE M 470.4-4, Ch. II, 3.b.
DOE M 470.4-4, Ch. II, 3.i.
DOE M 470.4-4, Ch. II, 3.r.(2)
DOE M 470.4-4, Ch. II, 3.k.
DOE M 470.4-4, Ch. II, 3.r.

**C/NSI Transmittal Memo for
S/RD Attachment**



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Department of Energy
1000 Independence Avenue S. W.
Washington, D.C. 20585

October 12, 2004

MEMORANDUM FOR: Bill Brown, Director
Office of Administration Services

FROM: Bruce Black, Director
Office of Nuclear Energy

SUBJECT: Special Nuclear Materials Inventory (U)

Text of Memo

(U) Paragraph 1
(C) Paragraph 2
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(C) Paragraph 4

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DOE M 470.4-4, Ch. II, 3.b.
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DOE M 470.4-4, Ch. II, 3.r.(2)
DOE M 470.4-4, Ch. II, 3.k.(2)
DOE M 470.4-4, Ch. II, 3.r.

**Re-marked Transmittal When
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Re-Marking a Transmittal Memorandum

<https://www.directives.doe.gov/pdfs/doe/doetext/restrict/neword/470/m4704-4.pdf>

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DOE M 470.4-4, Ch. II, 3.r.

Department of Energy
1000 Independence Avenue S. W.
Washington, D.C. 20585

DOE M 470.4-4, Ch. II, 3.b.

April 5, 2005

MEMORANDUM FOR: Abraham Cross, Security Specialist
Safeguards and Security Division

FROM: Gerald Reber, Manager
Operations Security Division

SUBJECT: OPSEC Survey (U)

DOE M 470.4-4, Ch. II, 3.i.

Text of Memo

(U) Paragraph 1

(C) Paragraph 2

DOE M 470.4-4, Ch. II, 3.h.

(U) Paragraph 3

(C) Paragraph 4

Document Transmitted Herewith Contains
Unclassified Controlled Nuclear Information

DOE M 470.4-4, Ch. II, 3.r.(2)

Classified by: Martha Medley, Analyst, Security Division

DOE M 470.4-4, Ch. II, 3.k.(2)

Derived from: CG-SS-4, 9/12/00, DOE SP-50

Declassify on: 4/5/2015

CONFIDENTIAL

DOE M 470.4-4, Ch. II, 3.r.

C/NSI Transmittal for UCNI Attachment

<https://www.directives.doe.gov/pdfs/doe/doetext/restrict/neword/470/m4704-4.pdf>

CLASSIFICATION IS FOR EXAMPLE
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SECRET
DRAFT

Draft Security Plan for Project ZYX (U)*

by John S. Smith

Adjax Corporation
10090 River Road
Mouse Creek, AR 67890

August 30, 2004

DRAFT
SECRET

Draft/Working Paper within an Activity/Office

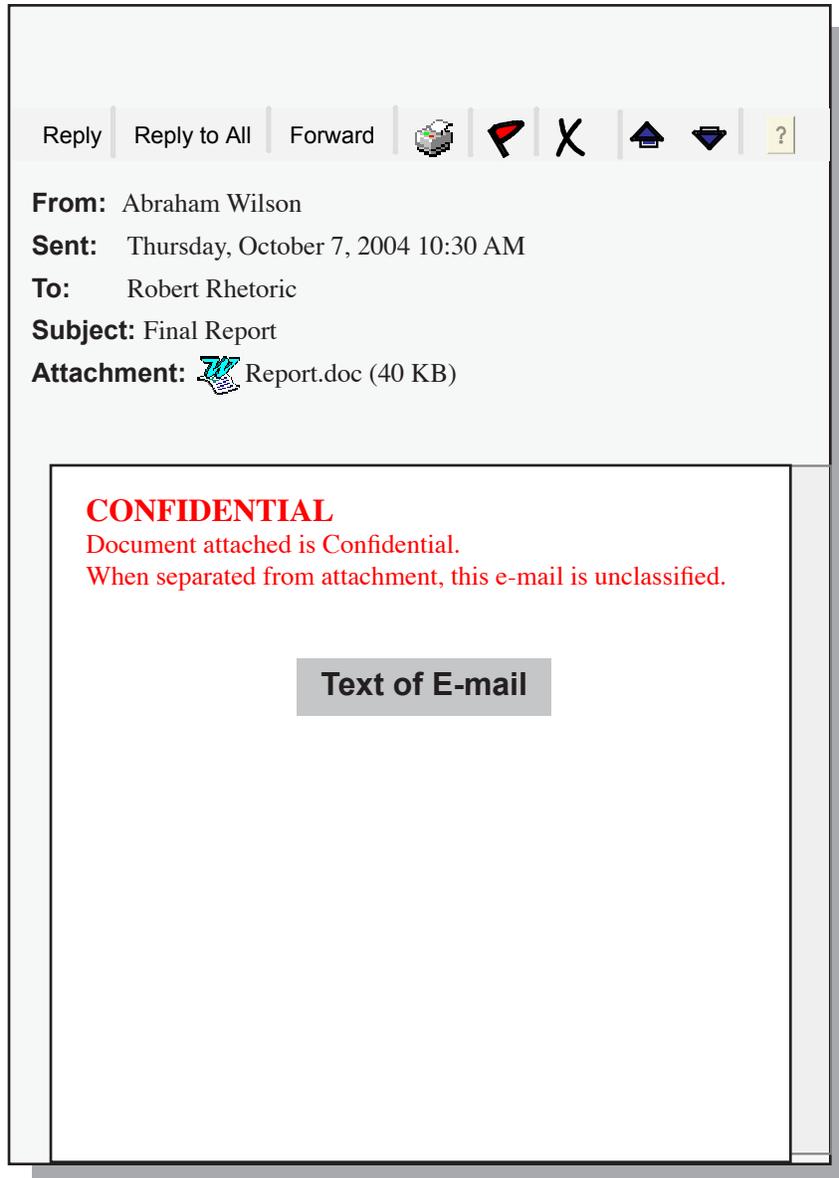
* Although draft/working papers are not required to be portion marked, the subject/title must be considered classified unless determined to be unclassified.

DOE M 470.4-4, Ch. II, 3.i.

DOE M 470.4-4, Ch. II, 3.s.

<https://www.directives.doe.gov/pdfs/doe/doetext/restrict/neword/470/m4704-4.pdf>

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PURPOSES ONLY

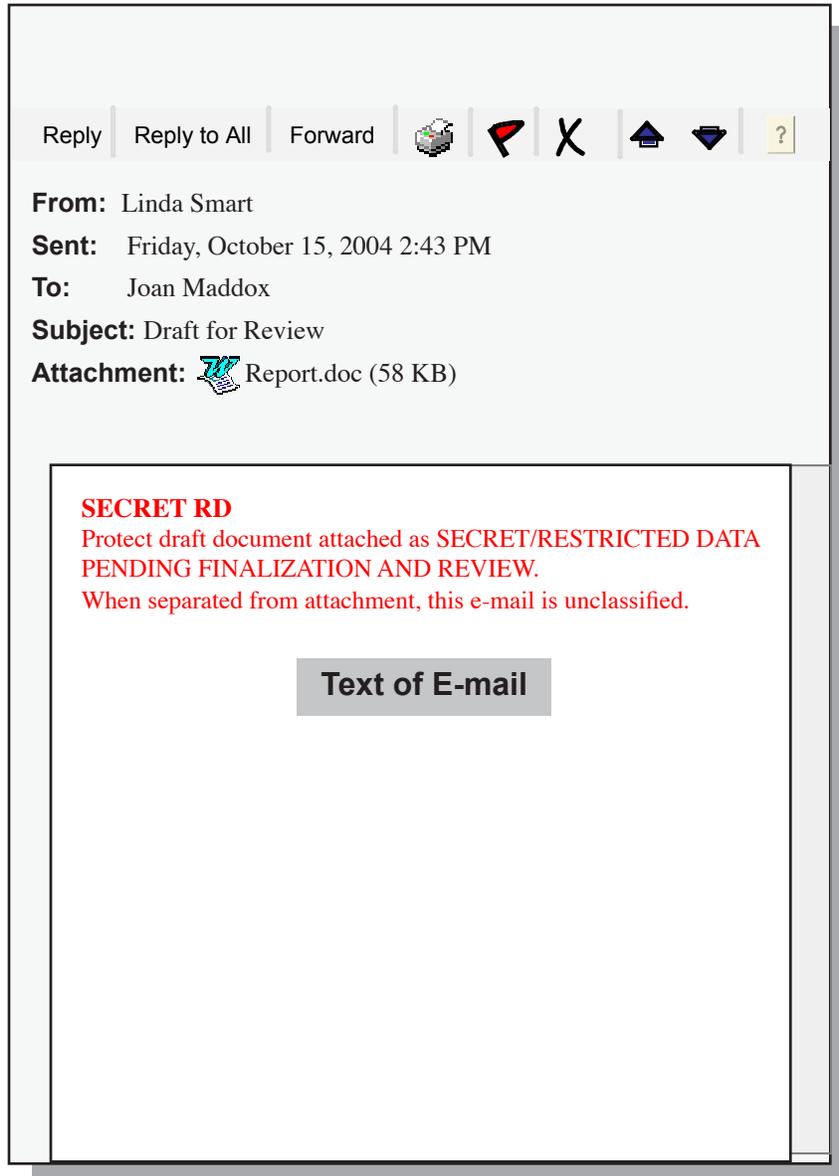


Unclassified E-mail Transmitting a Confidential Attachment

DOE M 470.4-4, Ch. II, 3.p.(3)(d)2

<https://www.directives.doe.gov/pdfs/doe/doetext/restrict/neword/470/m4704-4.pdf>

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Unclassified E-mail Transmitting a Working Paper within an Activity/Office on a System-High S/RD Network

DOE M 470.4-4, Ch. II, 3.p.(3)(b)

<https://www.directives.doe.gov/pdfs/doe/doetext/restrict/neword/470/m4704-4.pdf>

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Front



Back

Markings for Classified File Folders

DOE M 470.4-4, Ch. II, 3.q.

<https://www.directives.doe.gov/pdfs/doe/doetext/restrict/neword/470/m4704-4.pdf>

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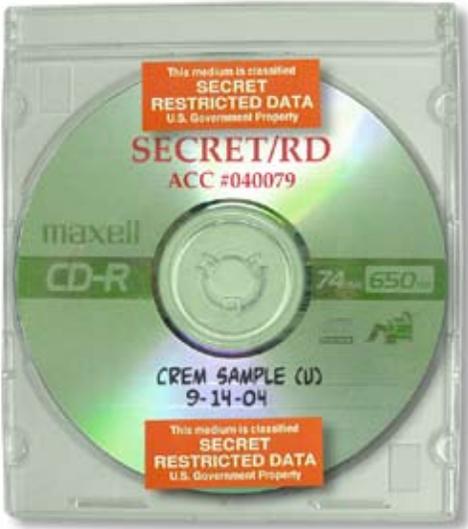
Marking of Container for Classified Media

**Classification level marked at top and bottom,
front and back of container**

DOE M 470.4-4, Ch. II, 3.q.(2)

<https://www.directives.doe.gov/pdfs/doe/doetext/restrict/neword/470/m4704-4.pdf>

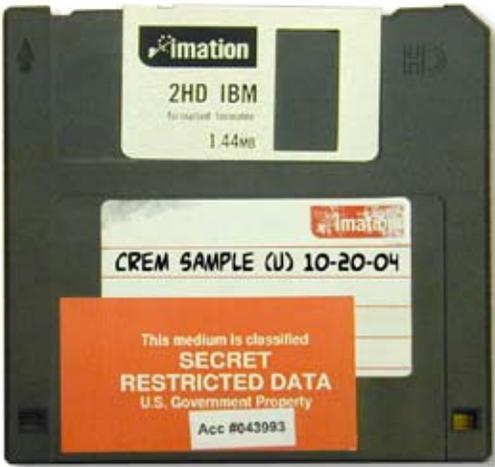
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PURPOSES ONLY



Container front and back marking:
Classification level at top and bottom

Pre-printed labels with level/category may be used if desired.

CD and Case



ESM front and back marking:
Classification level, category (if RD/FRD), and unique ID# (if applicable)

Diskette

Marking CREM

DOE M 470.4-4, Ch. II, 3.a.(3)
DOE M 470.4-4, Ch. II, 3.p.(11)
DOE M 470.4-4, Ch. II, 3.q.(2)

<https://www.directives.doe.gov/pdfs/doe/doetext/restrict/neword/470/m4704-4.pdf>

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PURPOSES ONLY

**Removable hard drive
case*: Classification level**



**Actual hard drive:
Classification level,
category (if RD/
FRD), and unique
ID# (if applicable)**

Note: Removable and non-removable hard drives (or similar ESM) must be marked with level, category (if RD/FRD), and unique ID# (if applicable).

* Removable hard drive case is considered a container.

Marking a Removable Hard Drive

DOE M 470.4-4, Ch. II, 3.a.(3)
DOE M 470.4-4, Ch. II, 3.p.(11)
DOE M 470.4-4, Ch. II, 3.q.(2)

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SF 708 (1-87)



SF 710 (1-87)



SF 706 (1-87)



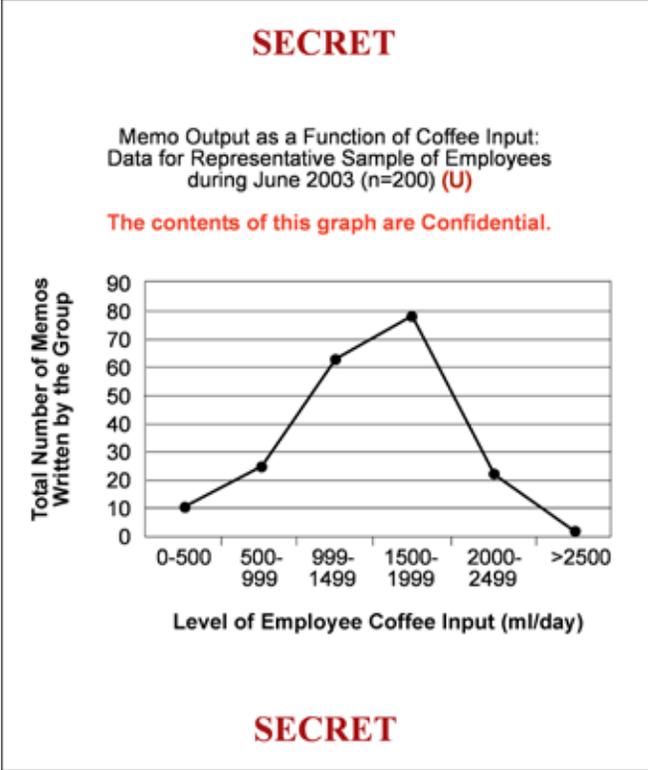
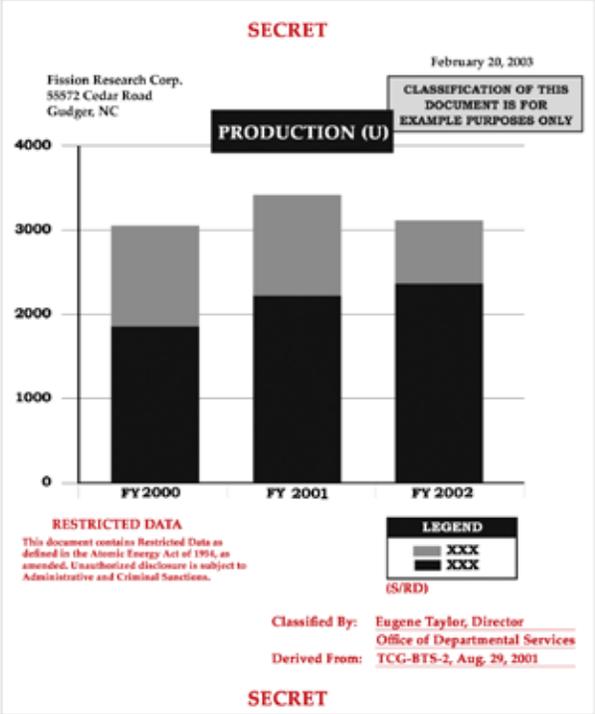
SF 707 (1-87)

Standard Form Labels

DOE M 470.4-4, Ch. II, 3.p.(11)

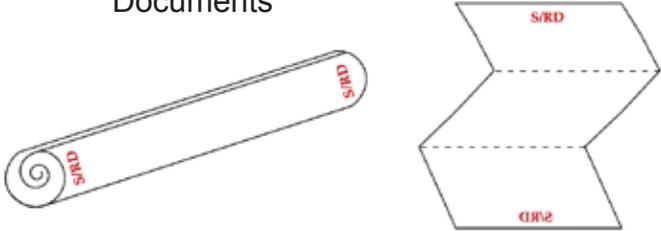
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CLASSIFICATION IS FOR EXAMPLE PURPOSES ONLY



**Confidential Graph
in a Secret Document**

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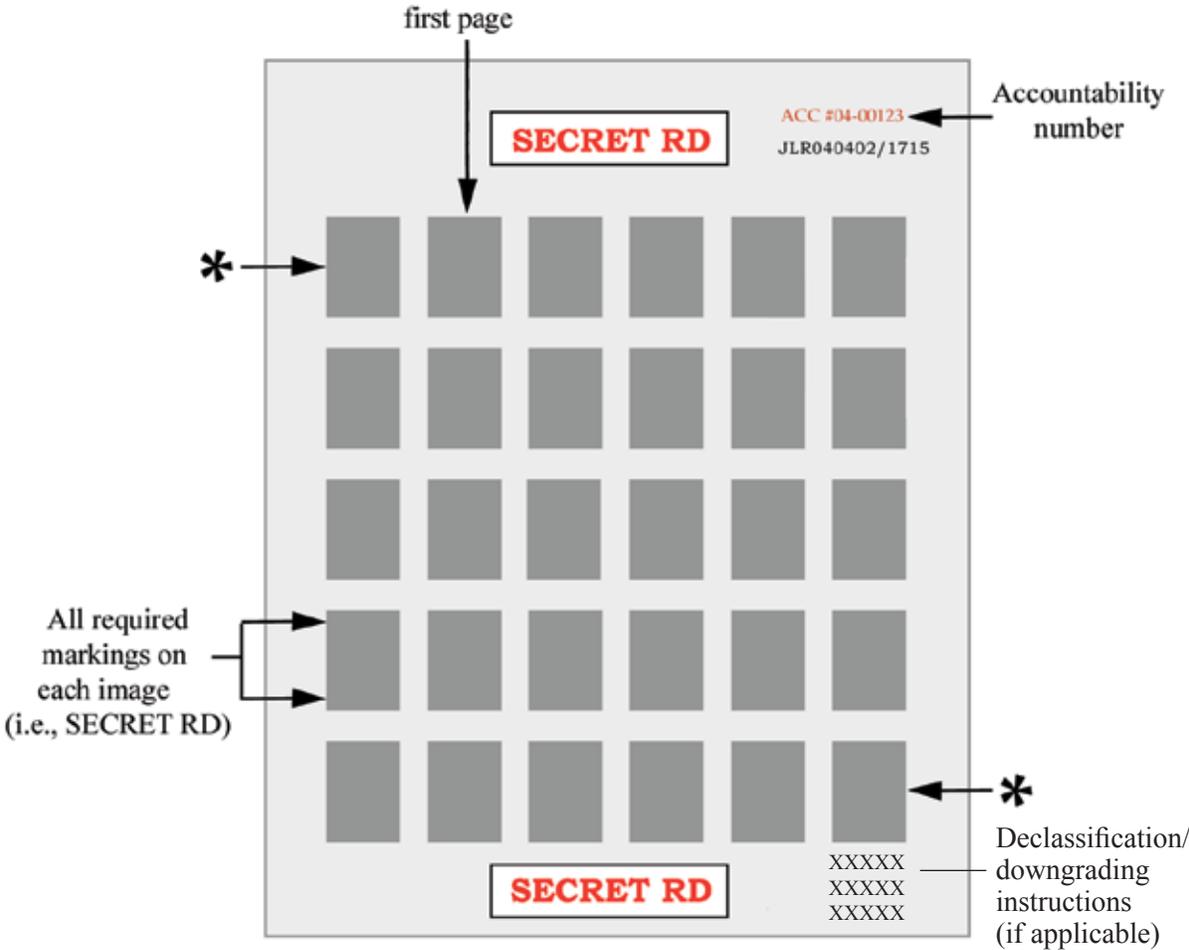
Marking Charts and Graphs

DOE M 470.4-4, Ch. II, 3.p.(1)

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* First and last images should show highest classification level, category (if RD/FRD), and caveats (if applicable) of information on microfiche

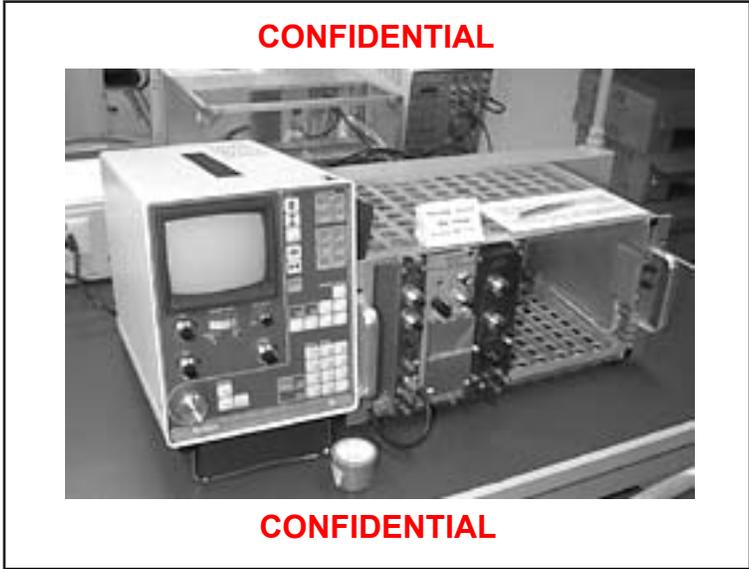
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Microfiche Markings

DOE M 470.4-4, Ch. II, 3.p.(5)(a)
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CONFIDENTIAL

Jellico Research, Inc.
Wind River, WY 67890
July 10, 2002

Equipment Photo (U)

Classified by: Anthony Chavez, Director
Office of Departmental Services

Derived from: CG-SS-4, 9/12/2000, DOE SP-50
Declassify on: 7/10/2012

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Back of Photograph

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the photograph) must be
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Photographs

DOE M 470.4-4, Ch. II, 3.p.(7)

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SECRET

@ Circle Corporation
1022 Pine Road
Little Rock, AK

22 May 03

Slides and Viewgraphs (U)

Classified by: Anthony Chavez, Director, DOE/SP-60
Derived from: CG-SS-4, 9/12/2000, DOE SP-50
Declassify on: 12/31/2024

SECRET

PowerPoint Presentation, slide 1

SECRET

Intelligence Collection Systems (U)



Operational Goals (U)

- (U) This contains operational goals information
- (U) This section contains additional information about the goals

Contribution to Operation

- (U) This statement discusses how this contributes to the operation
- (S) This discusses additional contributions.

SECRET

PowerPoint Presentation, slide 2

Marking of Transparencies and Slides

DOE M 470.4-4, Ch. II, 3.p.(9)

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Classified Equipment Marking

DOE M 470.4-4, Ch. II, 10.a.

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**Ceramic Materials Developed for Ultra-High
Temperature Applications**

Ceramics Development Concepts Corporation
1022 Oceanside Drive
Charleston, SC 56789

June 21, 2004

PROTECTED CRADA INFORMATION

This product contains Protected CRADA Information which was produced on 6-21-04 under CRADA No. 4567 and is not to be further disclosed for a period of 5 years from the date it was produced except as expressly provided for in the CRADA.

DOE M 483.1-1, Appendix B, Article VII, E&F
DOE G 241.1-1A, Attach. 4, 2.

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Name/Org: Raymond Miller Date: June 21, 2004

Guidance (if applicable): _____

DOE M 471.3-1, Ch. I, 3.a.

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<https://www.directives.doe.gov/pdfs/doe/doetext/neword/241/g2411-1a.pdf>

<https://www.directives.doe.gov/pdfs/doe/doetext/neword/483/m4831-1.pdf>

CLASSIFICATION IS FOR EXAMPLE
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Cold Trap Technology for Uranium Hexafluoride

by Jesse Hitower
Adjax Corporation
10090 River Road
Mouse Creek, Arkansas 67890

November 1, 2003

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other dissemination. This notice shall not be separated from the
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____ Jesse Hitower _____ Date: 11/1/03
Reviewer (signature)

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Department of Energy review required before public release.

Name/Org: Raymond Miller Date: June 21, 2004
Guidance (if applicable): _____

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DOE G 241.1-1A, Attach. 4, 2.

DOE M 471.3-1, Ch. I, 3.a.

DOE M 471.3-1, Ch. I, 3.b.

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PURPOSES ONLY



~~CONFIDENTIAL~~

Department of Energy
1000 Independence Avenue S. W.
Washington, D.C. 20585

November 1, 1998

MEMORANDUM FOR: Jane J. Smith, Director
Safeguards and Security Division

FROM: Preston Judge
OPSEC Manager

SUBJECT: Security Survey Report ~~(S)~~

Text of Memo

~~(O)~~ Paragraph 1
~~(S)~~ Paragraph 2
~~(S)~~ Paragraph 3
~~(U)~~ Paragraph 4

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Name/Org: E. Winger, SS-1 Date: 6/3/2004
Guidance (if applicable):

~~Classified by: Signer~~ Declassified by: K. Keys, Analyst, Security Team
~~Derived from: CG-SS-4, 9/12/00, DOE SP-50~~ Declassified by: R. Roe, Sr. Analyst, Security Team
~~Declassify on: November 1, 2002~~ Derived from: CG-NMP-2, 9/11/00, DOE SP-50
Declassified on: 11/1/03

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Department of Energy
1000 Independence Avenue S. W.
Washington, D.C. 20585

November 1, 1998

MEMORANDUM FOR: Jane J. Smith, Director
Safeguards and Security Division

FROM: Preston Judge
OPSEC Manager

SUBJECT: Security Survey Report ~~(S)~~

Text of Memo

~~(O)~~ Paragraph 1
~~(S)~~ Paragraph 2
~~(S)~~ Paragraph 3
~~(U)~~ Paragraph 4

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May be exempt from public release under the Freedom of Information Act (5 U.S.C. 552), exemption number and category: 2; Circumvention of Statute. Department of Energy review required before public release.
Name/Org: E. Winger, SS-1 Date: 6/3/2004
Guidance (if applicable):

~~Classified by: Signer~~ Declassified by: K. Keys, Analyst, Security Team
~~Derived from: CG-SS-4, 9/12/00, DOE SP-50~~ Declassified by: R. Roe, Sr. Analyst, Security Team
~~Declassify on: November 1, 2002~~ Derived from: CG-NMP-2, 9/11/00, DOE SP-50
Declassified on: 11/1/03

UNCLASSIFIED
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 **SECRET**

Department of Energy
1000 Independence Avenue S. W.
Washington, D.C. 20585

May 23, 2005

MEMORANDUM FOR: Aretha Horte, Analyst
Materials Accountability Division

FROM: Matthew Prince, Accountant
Finance Division

SUBJECT: Inventory Differences

Text of Memo

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Freedom of Information Act (5 U.S.C. 552),
exemption number and category 3, Statutory Exemption
Department of Energy review required before
public release.
Name/Org: Raymond Miller Date: June 21, 2004
Guidance (if applicable): _____

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**UCI Transmittal for
S/RD Attachment**

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Department of Energy
1000 Independence Avenue S. W.
Washington, D.C. 20585

May 23, 2005

MEMORANDUM FOR: Aretha Horte, Analyst
Materials Accountability Division

FROM: Matthew Prince, Accountant
Finance Division

SUBJECT: Inventory Differences

Text of Memo

OFFICIAL USE ONLY
May be exempt from public release under the
Freedom of Information Act (5 U.S.C. 552),
exemption number and category 3, Statutory Exemption
Department of Energy review required before
public release.
Name/Org: Raymond Miller Date: June 21, 2004
Guidance (if applicable): _____

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DOE M 471.3-1, Ch. I, 3.a. & 3.b.

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PURPOSES ONLY



Department of Energy
1000 Independence Avenue S. W.
Washington, D.C. 20585

August 3, 2004

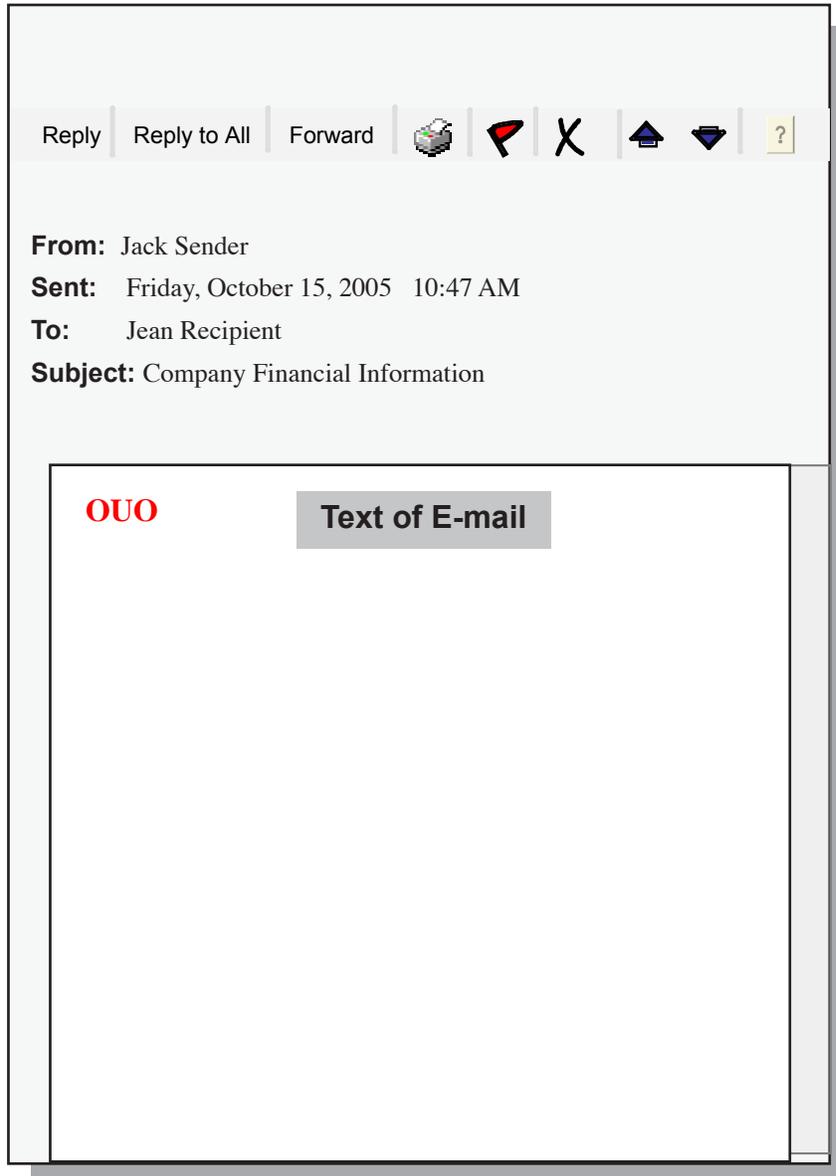
MEMORANDUM FOR: Jane Roe, Director
Personnel Division
FROM: James Adams, Director
Oversight Office
SUBJECT: Investigation Summary

Text of Memo

Document transmitted
contains OIU information

Unclassified Transmittal for OIU Attachment

CLASSIFICATION IS FOR EXAMPLE
PURPOSES ONLY

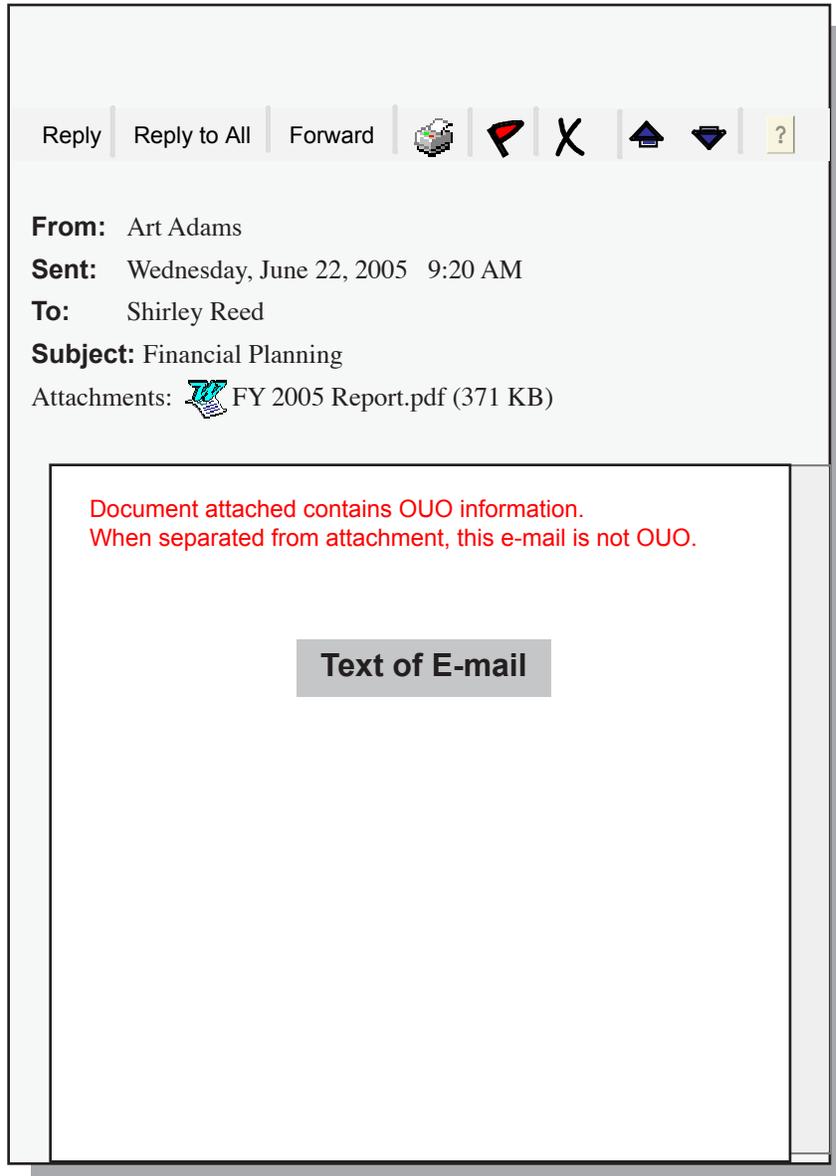


OUO E-mail

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DOE M 471.3-1, Ch. I, 3.c.

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**UNCLASSIFIED CONTROLLED
NUCLEAR INFORMATION**

DOE M 471.1-1, Chg. 1, Ch. 1, Part C, 2.b.

Plutonium Chemistry

by John S. Smith

Adjax Corporation
10090 River Road
Mouse Creek, Arkansas 67890

August 30, 2004

UNCLASSIFIED CONTROLLED NUCLEAR INFORMATION
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DOE M 471.1-1, Chg. 1, Ch. I, Part C, 2.a.

Unauthorized dissemination subject to civil and criminal
sanctions under Section 148 of the Atomic Energy Act of
1954, as amended (42 U.S.C. 2168).

Reviewing Official: Cathey Overhauser, Research Division
(name/organization)

Date: 8/30/04

Guidance Used: TG-PUP-1 (7/97)

**UNCLASSIFIED CONTROLLED
NUCLEAR INFORMATION**

DOE M 471.1-1, Chg. 1, Ch. 1, Part C, 2.b.

UCNI Markings

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NUCLEAR INFORMATION**

DOE M 471.1-1, Chg. 1, Ch. 1, Part C, 2.b.

Department of Energy
1000 Independence Avenue S. W.
Washington, D.C. 20585

April 5, 2005

MEMORANDUM FOR: Jane Smith, Director
Office of Technology

FROM: John Clark, Analyst
Nuclear Nonproliferation

SUBJECT: Criticality Safety

Text of Memo

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Distribution authorized to DOE and DOE contractors only.
Other requests shall be approved by the cognizant DOE
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release.

DOE M 471.1-1, Chg. 1, Ch. I, Part C, 4.

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Unauthorized dissemination subject to civil and criminal
sanctions under Section 148 of the Atomic Energy Act of
1954, as amended (42 U.S.C. 2168).

Reviewing Official: John Clark, NN-99
(name/organization)

Date: 4/05/05

Guidance Used: TG-PUP-1 (7/97)

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DOE M 471.1-1, Chg. 1, Ch. 1, Part C, 2.b.

**UCNI Document With Dissemination
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~~UNCLASSIFIED CONTROLLED~~
~~NUCLEAR INFORMATION~~

Department of Energy
1000 Independence Avenue S. W.
Washington, D.C. 20585

July 30, 2001

MEMORANDUM FOR: Amy Hatmaker, Director
Office of Technology

FROM: Gary Lee, Director
Nuclear Nonproliferation

SUBJECT: Fuel Cycle Studies

Text of Memo

**DOES NOT CONTAIN UNCLASSIFIED
CONTROLLED NUCLEAR INFORMATION**

Reviewing Official: Kathleen Whittaker, ONN
(name/organization)

Date: 10/14/04

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~~Unauthorized dissemination subject to civil and criminal
sanctions under Section 148 of the Atomic Energy Act of
1954, as amended (42 U.S.C. 2168).~~

~~Reviewing Official: Clint Parker, NNP
(name/organization)~~

~~Date: 7/30/01~~

~~Guidance Used: TC NNP-1 8/04~~

~~UNCLASSIFIED CONTROLLED~~
~~NUCLEAR INFORMATION~~

Document No Longer Containing UCNI

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**UNCLASSIFIED CONTROLLED
NUCLEAR INFORMATION**

DOE M 471.1-1, Chg. 1, Ch. I, Part C, 2.b.

Department of Energy
Utah Area Office
4224 Tyrone Boulevard
Bluff City, Utah 21435

February 17, 2004

MEMORANDUM FOR: Paul Baker, Director
Security Officer
USECD Corporation

FROM: Joe Hunt, Director
Office of Safeguards and Security

SUBJECT: Document Change

The memo sent to your attention dated December 12, 2003, entitled "Security Assessment," from Bryan Bozo of this office should be marked and protected as Unclassified Controlled Nuclear Information. This memo was inadvertently sent unmarked.

UNCLASSIFIED CONTROLLED NUCLEAR INFORMATION
NOT FOR PUBLIC DISSEMINATION

DOE M 471.1-1, Chg. 1, Ch. I, Part C, 2.a.

Unauthorized dissemination subject to civil and criminal sanctions under Section 148 of the Atomic Energy Act of 1954, as amended (42 U.S.C. 2168).

Reviewing Official: Joe Hunt, USECD
(name/organization)

Date: 2/17/04

Guidance Used: CG-SS-4 9/12/00

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DOE M 471.1-1, Chg. 1, Ch. I, Part C, 2.b.

**Notification to Change Unmarked
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DOE M 471.1-1, Chg. 1, Ch. I, Part C, 9.

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DOE M 471.1-1, Chg. 1, Ch. I, Part C, 2.b.

Department of Energy
1000 Independence Avenue S. W.
Washington, D.C. 20585

August 30, 2004

MEMORANDUM FOR: Jane J. Smith, Director
Safeguards and Security Division

FROM: George Clark, Director
Procurement Division

SUBJECT: Intrusion Detection Systems

Text of Memo

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Reviewing Official: G. Clark, Procurement
(name/organization)

Date: 8/30/04

Guidance Used: TG-PUP-1 7/97

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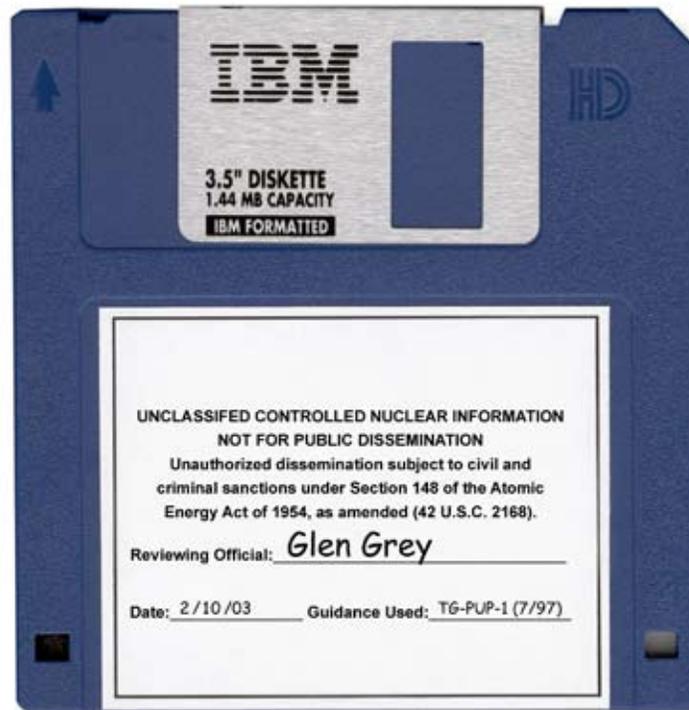
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Marking of a Diskette Containing UCNI

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APPENDIX A

National Security Information Historical Document Review Markings	
<p><u>CLASSIFICATION RETAINED</u> DOE NSI DECLASSIFICATION REVIEW EXECUTIVE ORDER 12958, as amended, EXEMPTION/RETENTION BY CG-HR-1 TOPICS: BY (NAME/ORGANIZATION):</p>	<p>This stamp would be used when reviewing a DOE or other agency NSI classified document that contains DOE classified information exempt from automatic declassification.</p>
<p><u>CLASSIFICATION CANCELED</u> DOE NSI DECLASSIFICATION REVIEW EXECUTIVE ORDER 12958, as amended, BY (NAME/ORGANIZATION):</p>	<p>This stamp would be used when reviewing a DOE NSI classified document that no longer contains DOE or other agency classified information.</p>
<p><u>CONTAINS NO DOE CLASSIFIED INFO</u> DOE NSI DECLASSIFICATION REVIEW EXECUTIVE ORDER 12958, as amended, BY (NAME/ORGANIZATION):</p>	<p>This stamp would be used when reviewing another agency document that the review confirmed contained no DOE classified information.</p>
<p><u>CONTAINS NO DOE CLASSIFIED INFO</u> COORDINATE WITH: DOE NSI DECLASSIFICATION REVIEW EXECUTIVE ORDER 12958, as amended, BY (NAME/ORGANIZATION):</p>	<p>This stamp would be used when reviewing a DOE NSI classified document that no longer contains agency classified information but may contain other agency classified information. The agency's name would be entered on the "coordinate with" line.</p>
<p><u>CONFIRMED TO BE UNCLASSIFIED</u> DOE NSI DECLASSIFICATION REVIEW EXECUTIVE ORDER 12958, as amended, BY (NAME/ORGANIZATION):</p>	<p>This stamp would be used when reviewing a DOE purportedly unclassified document that is confirmed to contain no currently classified information.</p>
<p><u>WITH ATTACHMENTS/ENCL</u></p>	<p>This stamp would be used when reviewing a document that had attachments or enclosures to confirm that the attachments or enclosures were also reviewed. It would be placed just above or below the review stamp to emphasize that the review applies to the attachments/enclosures.</p>
<p><u>WITHOUT ATTACHMENTS/ENCL</u></p>	<p>This stamp would be used when reviewing a document that indicated it had attachments or enclosures but the attachments or enclosures were not reviewed. It would be placed just above or below the review stamp to emphasize that the review did not apply to the attachments/enclosures.</p>
<p><u>THIS PAGE ONLY</u></p>	<p>This stamp would be used to indicate that the review was only conducted on a single page (e.g., one page separated from a multi-page document).</p>